# PERSONNEL BOARD MEETING Monday, June 4<sup>th</sup>, 2018 – 6:00 p.m.

Call to Order/Roll Call of Members: Pat Carnevale, Chairperson; Norberto Alvarez, Vice-Chairperson; Zoraya Pena, Member; Stephen Dielmann, Member; Luis Zubieta, Member.

#### **AGENDA**

### \*\*\* Hearing:

Mr. Eric Johnson, President, I.A.F.F. Local 1102, is requesting a hearing to be brought up to the Personnel Board on behalf of members Firefighter Michael Bello & Lieutenant Arthur Fair to appeal written reprimands given to each employee.

- 1. Request to approve the minutes of the May 2018 Personnel Board meeting.
- 2. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section5 (f) of the Civil Service Rules and regulations, received May 2018.

Carlos Diaz
Jose Abel
Fire Department
Police Department

3. Mariel Orozco Public Works Department

- 3. Report of Leave without Pay for May 2018.
- 4. Report of **Civil Service Appointments** for May 2018.

1. Bradley K. Wall (Fire Engineer) Fire Department

2. Frank Duharte [Meter Reader (A)] Public Works Department

5. Report of <u>Civil Service Resignations</u> for May 2018.

1. Margarita De Las Salas Building Department

2. Amber Mendoza Communications & Special Events

Kevin Coney
Gerard Caldas
Felix Delgado, Jr.
William Carter
Adrian Vidal
Fire Department
Police Department
Police Department

6. Report of Maternal/Paternal Leave for May 2018.

1. Manuel Guerrero Parks & Recreation Department

Hector Gutierrez
Jose Pico
Police Department
Police Department

4. Diana Sanchez Public Works Department

- 7. Request to certify the eligibility list for **Fire Inspector.**
- 8. Request to revise the job description for **Business Tax Inspector II.**

Copy of revised job description is attached. Range 55, \$1,821 - \$3,556 Bi-weekly

9. Request to revise the job description for **Superintendent of Water & Sewers.** 

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Copy of revised job description is attached. Range 55, \$1,821 - \$3,556 Bi-weekly

- 10. Request to conduct an In-house, Non-competitive Civil Service Examination for <u>Superintendent</u> <u>of Water & Sewers</u> (Daniel M. Gonzalez).
  - a. In-house, Non-competitive
  - b. 80% Oral
  - c. 20% Experience
  - d. Must obtain a minimum score of 70% to be placed on the eligibility list.

Copy of job description and resume is attached. Range 55, \$1,821 - \$3,556 Bi-weekly

- 11. Request to hear Unfinished Business.
- 12. Request to hear **New Business**.
  - 12a. Request to choose Chair & Vice-Chair for the Personnel Board.

### NEXT PERSONNEL BOARD MEETING: Monday, August 6th, 2018

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than seven (7) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) or (800) 955-8700 (VOICE), for assistance.